

Renewal Information

GENERAL INFORMATION

ASR recertification applications are due NO LATER THAN 30 days prior to the date of expiration shown on the agency's current ASR certificate.

OTP recertification applications are due NO LATER THAN 60 days prior to the date of expiration shown on the agency's current OTF and/or ATF certificate.

WHEN both the ASR and OTP applications are due during the same year, you may submit both applications at the same time.

An opioid treatment facility and an addiction treatment facility shall obtain and maintain certification to provide addiction treatment services under 440 IAC 4.4.

Please refer to 440 IAC 10-3-1 details regarding certification of opioid treatment facilities and addiction treatment facilities.

INSTRUCTIONS

OTP recertification applications are reviewed annually for accuracy or any changes on the application form and/or the facility facts record form(s).

Please submit the following documentation:

- A. Description of the organization.** (may be included with ASR info on one application form)
- B. Documentation of all facilities/sites.** (may be included with ASR info on one facility facts record)
- C. Documentation of Accreditation** including the following:

- (A) The accreditation report and any correspondence showing effective and expiration dates.
- (B) Any response to the report required by the accreditation body (e.g. QIP, plan of correction, etc).
- (C) The final disposition issued by the accreditation body.

- D. Documentation of the most recent license and inspection for each facility, including the following:**

- (A) Any business license, certificate of occupancy, zoning permit, or any other documentation required by local laws for the facility and location.
- (B) A periodic inspection of security equipment.
- (C) A periodic inspection of emergency equipment.
- (D) The applicant's procedures for emergency or disaster preparation.
- (E) The most recent annual fire inspection report from the appropriate department of jurisdiction.

E. Copies of Federal Documentation showing the applicant agency has met the requirements of SAMHSA and the requirements of the federal Drug Enforcement Agency (DEA).

(A) Documentation of the latest SAMHSA certification

(B) Copy of most current federal notification form or forms on file with SAMHSA specifying the names of the following:

(i) The current sponsor and;

(ii) The current medical director of the OTP.

(C) Copy of agency's most current controlled substances registration certificate from the DEA.

(D) Copy of the medical director's most current controlled substances registration certificate from the DEA.

F. Copies of Indiana State Documentation from the Indiana Professional Licensing Agency (IPLA), including the medical licensing board and the pharmacy board, showing the following:

(A) The agency's most current controlled substances registration certificate issued by the IPLA pharmacy board.

(B) The agency medical director's most current physician license.

(C) The agency medical director's most current controlled substances registration issued by the IPLA pharmacy board.

G. Any other materials required by statute.